

Chapter Overview

Introduction The objective of this chapter is to provide a concise, user friendly job aid for the user at the PERSRU to complete an expiration of enlistment or end of service event on an active duty or reserve member in SDA II. Each event contains information on:

- Purpose of the event
- Any references
- Fast Path ID and data entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this chapter The following events will be discussed in this chapter.

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Section Overview

Introduction The objective of this section is to provide a concise, user-friendly job aid for the user at the PERSRU to complete a reenlistment event on an enlisted member in SDAII. This section contains information on:

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-A-2
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Fast Path ID and Data Entry	8-A-2
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Discharge to Immediate Reenlistment

Purpose	<p>The Discharge to Immediate Reenlistment event is used to complete the necessary transactions on a member who is reenlisting. This event should not be used:</p> <ul style="list-style-type: none">• For members of the Coast Guard reserve who have been serving on extended active duty and who choose to enlist in the regular Coast Guard. Instead, the member shall be discharged from the Coast Guard Reserve and enlisted into the Coast Guard using the Enlistment into Coast Guard event.• For enlisted members who had a break of more than 24 hours of service. If member had a break of service that is more than 24 hours then the Enlistment into Coast Guard event should be used. <p>Prior to creating the Discharge to Immediate Reenlistment event, the member should meet the following criteria:</p> <ul style="list-style-type: none">• Be a U.S. citizen, naturalized U.S. citizen of the Republic of the Philippines, as documented by the member's tax information (segment 64 of the member's JUMP file).• Have minimum required performance mark averages as specified in Chapter 1-G of reference (d).• Be recommended by the Commanding Officer for reenlistment using the Career Intentions Worksheet out of reference (a) and approved by CFTRR board (if applicable).• Not be in receipt of retirement orders (applies to active duty enlisted members only). The only exception is for members who need additional obligated service to carry them over to their approved retirement date, and are ineligible to extend their enlistment to obtain this additional obligated service, (i.e., they've already extended for the maximum period allowable).
References	<ul style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Query Manual, HRSICINST M5230.2 (series)c. Pay Manual, COMDTINST M7220.29 (series)d. Personnel Manual, COMDTINST M1000.6 (series)e. Reenlistment Bonus Programs Administration, COMDTINST 7220.33f. Enlisted High Year Tenure (HYT), COMDTINST 1040.10
Fast Path ID and Data Entry	<p>Enter "expdiir" for Fast Path ID or press "AEC" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.</p>

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Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

**Fast Path ID
and Data
Entry,
Continued**

Once you have entered the member's SSN or last name and have pressed <GO> or F1, the following screen should display:

Discharge to Immediate Reenlistment Transactions (Screen 1 of 1)		
000-00-0000	YNC	DOE, JOHN
Stat	Options	Transactions
I	Required	Reenlistment Contract
	<u>N</u>	Cancellation of voluntary extension/reextension?

Listed below are the transactions that can be selected in screen 1 of 1 of the Discharge to Immediate Reenlistment Event, if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Reenlistment Contract (L62B)	Required	This transaction is required for this event and must be completed.
Cancellation of voluntary extension/reextension? (P187)	Optional	If member is canceling an extension/reextension to reenlist, then this transaction must be used.

**Reenlistment
Contract
Transaction**

Once you have prompted the system on what transactions you want to create in this event, press <GO> or F1. You are now ready to complete the Reenlistment Contract. The Reenlistment Contract transaction builds a L62B in PMIS/JUMPS and creates a DD Form 4/1 for the member to sign. The Discharge and Reenlistment (Screen 1 of 3) should display:

Discharge and Reenlistment (Screen 1 of 3)		
000-00-0000	YNC	DOE, JOHN
Current Enlistment Expires: 12/15/1997		
Date of Reenlistment: <u>12/01/1997</u>		
Home of Record:		
Address: _____		
City: WASHINGTON State: DC ZIP: 23146		
Reason for Discharge: <u>1</u> Expiration of Enlistment		
Note: If member is reenlisting for Convenience of the Government, the member is not entitled to sell Saved Leave or Regular Leave.		
Place of Acceptance: City: <u>TOPEKA</u>		
State: <u>KS</u>		
Unit: <u>HRSIC</u>		

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Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

**Reenlistment
Contract
Transaction,
Continued**

The following is a list of fields on Discharge and Reenlistment (Screen 1 of 3) and the action to be taken on each field:

Field	Action
Current Enlistment Expires	This field is not updatable and shows the member's current enlistment expiration date.
Date of Reenlistment	Enter the date the member is reenlisting. This is the date the oath is taken.
Term of Reenlistment	Enter the number of years the member is reenlisting for.
Home of Record Address	If member has a home of record street address, then enter it in this field, otherwise leave blank.
Home of Record (city, state, and zip)	These fields cannot be updated via SDA II. However, you need to ensure that this information is correct. VERY IMPORTANT: If there is no city, state or zip listed, check Page 1 (General Information) of the PMIS screen in the PMIS database to see if the information is there. If it is, contact the SDA II team at HRSIC to have the SDA II database updated. If the information is not in PMIS then contact HRSIC (MAS) for guidance.
Reason for Discharge	The following rules apply: <ul style="list-style-type: none">• Enter a '1' if reason for reenlistment is for expiration of enlistment (member is within 3 months of expiration of enlistment). Note: If member is canceling an extension/reextension and the system is not allowing you to enter a reason code of '1', you did not answer 'Y' to the Cancellation of Voluntary extension/reextension transaction on the Discharge to Immediate Reenlistment Transactions (Screen 1 of 1). Do not do the cancellation of extension/reextension in the Cancel Extension of Enlistment stand alone transaction, it must be done in this event.• Enter a '2' if reason for reenlistment is for convenience of the government.
Place of Acceptance (city, state, unit)	This should be the city, state, and unit of where the member was originally accepted into the Coast Guard.

Once you have entered the information on Screen 1 of 3, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 3.

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Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

**Reenlistment
Contract
Transaction,
Continued**

The following is an example of Discharge and Reenlistment (Screen 2 of 3):

Discharge and Reenlistment (screen 2 of 3)		
000-00-0000	YNC	DOE, JOHN
Administering Official: <u>JOHN I AMGOOD</u> Official's Pay Grade: <u>O4</u> Unit/Command Name: <u>HRSIC</u> Unit Address: <u>444 S.E. QUINCY STREET</u> City: <u>TOPEKA</u> State: <u>KS</u> ZIP: <u>66683</u>		

The following is a breakdown of the fields and the action to be taken on each field for Screen 2 of 3:

Field	Action
Administering Official	Enter the name of the person who will be administering the oath.
Official's Pay Grade	Enter the paygrade of the person who will be administering the oath.
Unit/Command Name	Enter the member's current unit's name.
Unit Address (city, state, and ZIP)	Enter the member's current unit's address.

Once you have entered the information on Screen 2 of 3, press <GO> or F1. The next screen that will display in this transaction is Screen 3 of 3.

Discharge and Reenlistment (screen 3 of 3)		
000-00-0000	YNC	DOE, JOHN
Leave Data as of End Month Compute: 12/20/1997 Balance: <u>60.0</u> Cumulative Sold: <u>20.0</u> Saved Balance: <u>00.0</u> Days Regular Leave Selling: <u>20.0</u> Days Saved Leave Selling: <u>00.0</u> Days Regular Leave Carried Forward: <u>40.0</u> Days Saved Leave Carried Forward: <u>00.0</u> Remarks: <u>Member is selling 20 days regular leave and is carrying forward the remaining leave balance</u>		

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Section A
DISCHARGE TO IMMEDIATE REENLISTMENT

Discharge to Immediate Reenlistment, Continued

Reenlistment Contract Transaction, Continued The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 3:

Field	Action
Leave Data as of End Month Compute	This field is not updateable and shows the last end of month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month.
Balance	This field is not updateable. This is the amount of leave the member currently has (i.e., if the system shows 60 days as the leave balance on the member and the 'Leave Data as of End Month Compute' field above is 12/20/1997, then the member has 60 days as of end month December). Note: Need to ensure that any leave taken by the member that has not posted in PMIS/JUMPS is subtracted from this balance or any leave that will be earned in the upcoming months prior to reenlistment is added to this balance.
Cumulative Sold	This field is not updateable. This is the amount of leave the member has sold in his/her career.
Saved Balance	This field is not updateable. This is the amount of saved leave the member has.
Days Regular Leave Selling	Enter the amount of regular leave the member wants to sell. If member is not selling any regular leave then leave this field at 00.0 Note: The member can only sell up to 60 days of leave in a career.
Days Saved Leave Selling	Enter the amount of saved leave the member wants to sell. If member is not selling any saved leave then leave this field at 00.0
Days Regular Leave Carried Forward	Enter the amount of regular leave the member wants to carry forward.
Days Saved Leave Carried Forward	Enter the amount of saved leave the member wants to carry forward.
Remarks	Enter any remarks that need to be on the DD Form 4 in this field. The leave information must be entered in this field (i.e., member is selling 20 days regular leave and is carrying forward 40 days regular leave). Note: This allows the member to see the information on the contract when he/she signs the contract, therefore there is no confusion on how much leave was suppose to be sold by the member.

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Discharge to Immediate Reenlistment, Continued

**Reenlistment
Contract
Transaction,
Continued**

Once you have completed the information in Screen 3 of 3, press the F6 key and the following screen will appear:

Discharge and Reenlistment Print Menu	
A.	Print Screen.
B.	Print Transaction Log.
C.	Print the DD 4 Form.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Discharge and Reenlistment transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Discharge and Reenlistment transaction and want a printed DD 4 Form on the member, press 'C'.

Once you have completed the information in Screen 3 of 3, and have printed any of the selections above, press <GO> or F1. You have now completed the Reenlistment Contract transaction. If you asked to complete the Cancellation of Voluntary Extension/Reextension transaction, you are now ready to complete this transaction.

**Cancellation
of Voluntary
Extension/
Reextension
Transaction**

The Cancellation of Voluntary Extension/Reextension transaction builds a P187 in PMIS/JUMPS. Cancellation of Voluntary Extension/Reextension (Screen 1 of 1) should appear.

Cancellation of Voluntary Extension/Reextension (Screen 1 of 1)		
000-00-0000	YNC	DOE, JOHN
Date of Cancellation: <u>11/30/1997</u>	Time: <u>0001</u>	Entry Type:
Note: This date must be before the extension/reextension would of went into effect. This date should also be the day prior to the reenlistment transaction or extension/reextension transaction (if member is reenlisting or extending for a greater period of time).		
Return Expiration of Enlistment to: <u>12/15/1997</u>	(Element Code 12)	
Note: Ensure that the date that is being input is the old expiration date that was in effect prior to the extension or reextension. Producing this transaction will cancel all extensions/reextensions that have not began.		

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Discharge to Immediate Reenlistment, Continued

**Cancellation of
Voluntary
Extension/
Reextension
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Cancellation of Voluntary Extension/Reextension (Screen 1 of 1):

Field	Action
Date of Cancellation	Enter the date of cancellation. This date must be the day prior to the effective date of reenlistment.
Time	Enter the effective time. Normally this will remain at 0001.
Return Expiration of Enlistment to	Enter the old expiration date that was in effect prior to the extension or reextension that is being canceled. This field creates Element Code 12.

Once you have completed the Cancellation of Voluntary Extension/Reextension transaction, press <GO> or F1. You have now completed the Discharge to Immediate Reenlistment event.

**How
PMIS/JUMPS is
effected by the
Reenlistment
Contract and
Cancellation of
Voluntary
Extension/
Reextension
Transactions**

The Reenlistment Contract transaction (L62B) accomplishes the following in PMIS/JUMPS:

- Updates information on page 5 (Contract and Service Information) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segments 43 and 62 (if member is selling leave) of the pay file in JUMPS.
- Updates segment 75 of the pay file in JUMPS.

The Cancellation of Voluntary Extension/Reextension transaction (P187) accomplishes the following in PMIS/JUMPS:

- Updates information on page 5 (Contract and Service Information) of the PMIS screens in PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Updates segment 75 of the pay file in JUMPS.

VERY IMPORTANT: A Statement of Intent (SOI) should be completed on the member at least 45 days prior to member's expiration of enlistment date. If the SOI is not done and the member's expiration of enlistment is reached prior to the reenlistment contract processing in PMIS/JUMPS, the member will experience interrupted pay.

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Discharge to Immediate Reenlistment, Continued

Corrections and Deletions to the Reenlistment Contract and Cancellation of Voluntary Extension/Reextension Transactions	<p>Corrections and Deletions are not allowed to the Reenlistment Contract transaction.</p> <p>Note: If the Reenlistment Contract has been transmitted already and any information on the Reenlistment Contract transaction is incorrect, contact HRSIC (MAS) (refer to Chapter 1-E of this manual).</p> <p>Corrections and deletions are allowed to the Cancellation of Voluntary Extension/Reextension transaction (P187) and are done in Transaction Review of the SDA II system.</p>
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Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a Release from Active Duty (RELAD) event in SDA II. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: Please refer to the appropriate section in Chapter 2 of this manual to complete additional transactions required in connection with this event, but not covered in this chapter.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-B-2
References	8-B-2
Fast Path ID and Data Entry	8-B-2
Endorsement on Orders	8-B-4
Certificate of Release or Discharge from Active Duty (DD-214)	8-B-12
Member's Tax Mailing Address Transaction	8-B-13
How PMIS/JUMPS is effected by the Endorsement on Orders Transaction	8-B-13
Corrections and Deletions to the Endorsement on Orders	8-B-13
Electronic File on Member	8-B-14

Release from Active Duty (RELAD)

Purpose	<p>The Release from Active Duty (RELAD) event is used to complete the necessary transactions on a member who is being released from active duty. This event should be used for:</p> <ul style="list-style-type: none">• Regular active duty enlisted members who have NOT met their military obligation and are to be released from active duty to be put into the reserve components. The RELAD transaction will depart and report members to their first unit as a regular reserve (this is only for members who will actively participate in the selective reserve program upon completion of active duty and have remaining service obligation). However, if member was released from active duty and does not participate in the selective reserve program then the member is transferred to 87400 (IRR). Note: If the member has met his/her military obligation, then the member should be discharged from the active duty component and accessed into the Coast Guard Reserve component. Use the Enlistment into the Coast Guard event or Officer Accession into the Coast Guard event to access the member.• Regular or reserve members on extended active duty being released from active duty due to hardship or convenience of the government.• Recalled retired members who are on active duty and are being released from active duty to be put back into a full-retired status.• Reserve members who are on extended active duty for greater than 139 days and need to be released back into the reserve.
References	<ul style="list-style-type: none">a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)b. Query Manual, HRSICINST M5230.2 (series)c. Pay Manual, COMDTINST M7220.29 (series)d. Personnel Manual, COMDTINST M1000.6 (series)e. Separations Program Designators Handbookf. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)g. Joint Federal Travel Regulations
Fast Path ID and Data Entry	<p>Enter “exprelad” for Fast Path ID or press “AED” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <GO> or F1.</p> <p>Note: The system will not allow you to enter this event if the member is a reserve not on extended active duty for greater than 139 days.</p>

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Release from Active Duty (RELAD), Continued

**Fast Path ID
and Data
Entry,
Continued**

The following screen should display:

Release from Active Duty Transactions (Screen 1 of 3*)		
000-00-0000	YNC	DOE, JOHN
Stat	Options	Transactions
I	Required	Endorsement of Orders?
I	Required	Certificate of Release or Discharge from Active Duty (DD214)
I	Required	Member's tax mailing address?
	<u>N</u>	Member's state taxes?
	<u>N</u>	Member's federal taxes?
	<u>N</u>	BAH/BAQ/Quarters Change
	<u>N</u>	Stop Pay and Allowances prior to last active duty day?

Once the above screen comes up you can begin selecting the options that are available for this event.

Listed below are the transactions that can be selected in Release from Active Duty Transactions (Screen 1 of 3*), if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Endorsement of Orders? (L68B)	Required	This transaction is required for this event and must be completed.
Certificate of Release or Discharge from Active Duty (DD-214)	Required	This transaction is required for this event and must be completed.
Member's tax mailing address (L6EB)	Required	This transaction is required for this event and must be completed.
Member's state taxes? (L6EB)	Optional	This transaction is used if member is wanting to change his/her state tax information.
Member's federal taxes? (L6EB)	Optional	This transaction is used if member is wanting to change his/her federal tax information.

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Release from Active Duty (RELAD), Continued

**Fast Path ID
and Data
Entry,
Continued**

Listed below are the transactions that can be selected in Release from Active Duty Transactions (Screen 1 of 3*), if the transaction is required or optional, and when the transaction should be used, continued:

Transaction	Option	Used For
BAH/BAQ/Quarters Change (P606)	Optional	This transaction is used if member's BAH/BAQ information has changed or is changing. Note: Refer to the Change BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual for detailed information on this transaction.
Stop Pay and Allowances prior to last active duty day? (P625)	Optional	This transaction is used if any pay and allowances need to be stopped on the member prior to release from active duty date.

When you have selected the transactions you want, press <GO> or F1. You are now ready to create the Endorsement of Orders transaction.

Note: If you selected the Stop Pay and Allowances prior to last active duty day transaction, Screen 2 of 3* will display. Select the stop pay and/or allowances transaction you want on Screen 2 of 3* and press <GO> or F1. Screen 3 of 3* will display. Select the stop pay and/or allowances transaction you want to complete and press <GO> or F1. You are now ready to create the Endorsement of Orders transaction.

**Endorsement
on Orders
Transaction**

The Endorsement of Orders transaction builds a L68B in PMIS/JUMPS and creates a Standard Travel Order (CG-5131) on the member. The Release from Active Duty Orders (Screen 1 of 6) should display:

Release From Active Duty Orders (Screen 1 of 6)		
000-00-0000	YNC	DOE, JOHN
Effective Departure Date: <u>12/01/1998</u>	Time: <u>1600</u>	Entry Type:
Reporting Unit District: <u>53</u>		
Reporting Unit OPFAC: <u>47400</u>		
Nature of Duty: <u>6</u>		
Separation Program Designator: <u>ABC</u>		
Reenlistment Code: <u>RE1</u>		
Transfer Authority: _____		
Member is departing PERMDU		

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Section B
RELEASE FROM ACTIVE DUTY (RELAD)

Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

The following is a list of fields on Release From Active Duty Orders (Screen 1 of 6) and the action to be taken on each field:

Field	Action
Effective Departure Date	Enter the date the member is departing his/her unit. Note: If member is taking no terminal leave then this date should be the last day of active duty for the member.
Time	Enter the time the member is departing his/her unit. Note: If this transaction is submitted with the <u>same effective date</u> as the Retained Beyond Normal Expiration of Enlistment (P176) transaction, enter a time at least 5 minutes later than the P176 transaction.
Reporting Unit District	Enter the two-digit district number.
Reporting Unit OPFAC	Enter the five-digit OPFAC number of the unit the member is being assigned to.
Nature of Duty	This field is not updateable and is set at '6'.
Separation Program Designator	Enter the three-letter separation program designator as prescribed by the Separation Program Designator (SPD) Handbook.
Reenlistment Code	Enter the reenlistment code on the member. Press F2 for a list of valid reenlistment codes. Note: This field is not updateable for officers.
Transfer Authority	Enter the transfer authority in this field.

Once you have entered the information on Screen 1 of 6, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 6.

The following is an example of what Release From Active Duty Orders (Screen 2 of 6) should look like:

Release From Active Duty Orders (Screen 2 of 6)		
000-00-0000	YNC	DOE, JOHN
Date Released from Active Duty: 01/01/99 (Element Code 60)		
Reason: 61 DUE TO EXPIRATION OF ENLISTMENT		
Total days Lump Sum Leave Selling: 15.0 (Element Code 90)		
Number days Saved Leave selling: 0.0 (Element Code 92)		
Number days Regular Leave selling: 15.0 (Element Code 93)		
Number days Excess Leave (check pay): 0.0 (Element Code 95)		
Terminal Leave		
AI: 31		
AO: 00		
TT: 00		

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Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for screen 2 of 6:

Field	Action
Date Released from Active Duty	Enter the effective date of RELAD. This date must be the last day of active duty. Note: Do not put the date the member is going on terminal leave in this field. The effective date of transaction should be the date the member is departing unit for terminal leave. This creates Element Code 60.
Reason	Enter the reason for RELAD. Use one of the following reason codes: 61 Due to expiration of enlistment (regular active duty enlisted transferred to reserve) This creates Element Code 61. 62 Due to fulfillment of active service obligation (reserve personnel on extended active duty being released to inactive status) This creates Element Code 62. 63 Due to hardship (regular or reserve personnel) This creates Element Code 63. 64 Due to fulfillment of active service obligation (reserve personnel returning to retirement awaiting age 60) Note: OPFAC must be 87600. This creates Element Code 64. 65 To resume retired with pay status (retired members who are on active duty and now need to be released from active duty to resume retired pay status) Note: OPFAC must be 71237. This creates Element Code 65. 66 Convenience of the government (as directed by Commandant) This creates Element Code 66.

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Section B
RELEASE FROM ACTIVE DUTY (RELAD)

Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

The following is the breakdown of the fields and the action to be taken on each field for screen 2 of 6, continued:

Field	Action
Total days Lump Sum Leave selling	Enter the total amount of leave the member is selling (add the number of days the member is wanting to sell regular leave to the number of days the member is wanting to sell saved leave. Note: Member can only sell 60 days leave in a career.
Number days Saved Leave Selling	Enter the number of days saved leave the member is wanting to sell.
Number days Regular Leave Selling	Enter the number of days regular leave the member is wanting to sell.
Number days Excess Leave (check pay)	If member is in an excess leave status, enter the negative leave balance on the member.
Terminal Leave (AI)	If member is going on terminal leave INCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 1 December 1998 and the RELAD date is 1 January 1999, the number of days terminal leave would equal 31 days).
Terminal Leave (AO)	If member is going on terminal leave OUTCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 1 December 1998 and the RELAD date is 1 January 1999, the number of days terminal leave would equal 31 days).
Terminal Leave (TT)	This field is not updateable and is not allowed for this event.

Once you have entered the information on Screen 2 of 6, press <GO> or F1. If the member is **regular active duty**, Screen 3 of 6 will display and look as follows:

Release From Active Duty Orders (Screen 3 of 6)		
000-00-0000	YNC	DOE, JOHN
Enlisted Separation Pay:	_____	(Element Code 53)
Performance Indicator:	__	(Element Code 91)
SSIC:	_____	(Element Code 81)
Date of CGPC Authorization letter:	__/__/____	(Element Code 81)

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Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6 (regular active duty members only):

Field	Action
Enlisted Separation Pay	If member is entitled to separation pay, enter the number of years and months of active service the member has. Note: This field is not updateable for officers. Refer to chapter 10-J of the Pay Manual for separation pay computation. This creates Element Code 53.
Performance Indicator	If member is entitled to separation pay, enter (0) for substandard performance or enter (1) for standard performance. This creates Element Code 91.
SSIC	Enter the SSIC number of the letter by CGPC authorizing separation pay. This creates Element Code 81.
Date of CGPC Authorization Letter	Enter the date of the authorization letter by CGPC. This also creates Element Code 81.

Note: If the member is a **reserve on extended active duty** then Screen 3 of 6 will look as follows:

Release From Active Duty Orders (Screen 3 of 6)		
000-00-0000	YNC	DOE, JOHN
Entitled to Full Separation Pay:	___	(Element Code 08)
Entitled to Half Separation Pay:	___	(Element Code 09)
Performance Indicator:	___	(Element Code 67)
Lump Sum Readjustment:	___	(Element Code 68)
Reserve Training/Pay Category:	___	(Element Code 78)

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6 (for reserves on extended active duty only):

Field	Action
Entitled to Full Separation Pay	If the reserve member is entitled to full separation pay, then enter the number of years and months of active service the member has. Note: Refer to chapter 10-J of the Pay Manual for separation pay computation. This creates Element Code 08.

Continued on next page

Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 3 of 6 (for reserves on extended active duty only), continued:

Field	Action
Entitled to Half Separation Pay	If the reserve member is entitled to half separation pay, then enter the number of years and months of active service the member has. Note: Refer to chapter 10-J of the Pay Manual for separation pay computation. This creates Element Code 09.
Performance Indicator	The following rules apply: <ul style="list-style-type: none">• If reserve member is entitled to half separation pay, enter (0) for substandard performance• If reserve member is entitled to full separation pay, enter (1) for standard performance. This creates Element Code 67.
Lump Sum Readjustment	If the reserve member is entitled to Lump Sum Readjustment Pay, enter (0) if for substandard performance or (1) if for standard performance. This creates Element Code 68.
Reserve Training/Pay Category	Enter the Training/Pay Category on the reserve member. Use the F2 key for list of valid codes. Note: This field is only allowed if reserve member is on extended active duty being released to inactive duty (element code 62). This creates Element Code 78.

Once you have completed the information in Screen 3 of 6, press <GO> or F1. Release From Active Duty Orders (Screen 4 of 6) will appear:

Release From Active Duty Orders (Screen 4 of 6)									
000-00-0000			YNC					DOE, JOHN	
Appr	Lim	Alt	Alt	Prog	Cost	Obj	Estimated		
<u>Dist</u>	<u>Code</u>	<u>Cd</u>	<u>Fnd</u>	<u>Lvl</u>	<u>Elem</u>	<u>Ctr</u>	<u>Clas</u>	<u>Document ID</u>	<u>Cost</u>

Continued on next page

Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

Now press F3 and the Accounting Line Create/Update screen will appear. The following is what the screen looks like and a breakdown of the fields and the action to be taken on each field for this screen:

Release From Active Duty Orders (Screen 4 of 6)		
000-00-0000	YNC	DOE, JOHN
Accounting Line Create/Update		
District: _____		
Appropriation Code: _____		
Limit Code: _____		
Allotment Fund: _____		
Allotment Level: _____		
Program Element: _____		
Cost Center: _____		
Object Class: _____		
Document ID Type: _____		
Document ID Fiscal Year: _____		
Document ID TONO: _____		
Document ID Suffix: <u>000</u>		
Estimated Cost: <u>\$0.00</u>		

Field	Action
District	Enter the Region (District) code in this field.
Appropriation Code	Enter the Appropriate code in this field.
Limit Code	Enter the Limitation code in this field.
Allotment Fund	Enter the Allotment Fund code in this field.
Allotment Level	Enter the Allotment Level code in this field.
Program Element	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID Type	Enter the Document ID type in this field.
Document ID Fiscal Year	Enter the Document ID Fiscal Year in this field.
Document ID TONO	Enter the Document ID (TONO) in this field.
Document ID Suffix	Enter the Document ID Suffix in this field.
Estimated Cost	Enter the estimated cost for these orders.

Continued on next page

Release from Active Duty (RELAD), Continued

**Endorsement
on Orders
Transaction,
Continued**

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 5 of 6 and Screen 6 of 6. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the member's entitlements are for RELAD:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Release from Active Duty Orders (screen 5 of 6)		
000-00-0000	YNC	DOE, JOHN
New Servicing/Responsible PERSRU: 47400		
CG HRSIC		
Remarks:		
A. THESE ORDERS CONSTITUTE A RELAD MOVE FM (City/State) TO (City/State).		
B. DEPN INFO: (WW) DOM ; (LD/LS) DOB (where TRAVELING CONCURRENTLY <u>or</u> SEPARATELY (DATE) <u>or</u> WILL NOT BE RELOCATING). ACCOMPANIED <u>or</u> ALL OTHERS TOUR		
C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.		
D. MBR TO USE (1 or 2) POCS		
E. OFFICIAL DISTANCE (MILES) ____ FM (last PDS) TO (new PDS) IAW JFTR U5105.		
F. (INSERT EXCEPTIONS HERE)		
G. AUTH DLA AT (with <u>or</u> w/o DEPN) RATE FOR PAYGRADE ____ IAW JFTR U5600.		
H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.		
I. TVL ADV AUTH \$ ____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.		
J. AUTH \$ ____ ADVANCE PAY TO BE LIQUIDATED OVER ____ MOS <u>or</u> NOT REQUESTED.		
K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ____ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5		

Continued on next page

Release from Active Duty (RELAD), Continued

Endorsement on Orders Transaction, Continued

Release from Active Duty Orders (screen 6 of 6)		
000-00-0000	YNC	DOE, JOHN
Remarks: (Continued)		
4. TLE NOT AUTHORIZED_____		
5. TOTAL ADVANCES AUTH: \$34.00_____		
E. DEPN INFO: KIMBERLY K. (WIFE, DOM 87OCT16)_____		

Once you have completed the information in Screen 6 of 6, press the F6 key and the following screen will appear:

Release from Active Duty Orders Print Menu
A. Print Screen.
B. Print Transaction Log.
C. Print the Form for this Transaction.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Endorsement of Orders transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Endorsement of Orders transaction and want a printed CG-5131 on the member, press 'C'.

Once you have completed the information in Screen 6 of 6, and have printed any of the selections above, press <GO> or F1. You have now completed the Endorsement of Orders transaction.

Certificate of Release or Discharge from Active Duty (DD-214)

You are now ready to complete the Certificate of Release or Discharge from Active Duty (DD-214) transaction. Refer to the Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction you are now ready to complete the Tax Mailing Address transaction.

Continued on next page

Release from Active Duty (RELAD), Continued

Member's Tax Mailing Address Transaction To complete this transaction, refer to the Tax Mailing Address transaction in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction you are now ready to complete the next transaction you selected off of the Release from Active Duty Transactions (Screens 1 through 3). If you did not select any other transaction then you have completed this event.

How PMIS/JUMPS is effected by the Endorsement of Orders Transaction The Endorsement of Orders transaction (L68B) accomplishes the following in PMIS/JUMPS:

- Updates information on page 5 (Contract and Service Information), page 6 (Current Unit Information/Pending Unit Information), page 7 (Prior Unit History) and page 12 (Reserve Unique Information) (if member is a reserve) of the PMIS screens in the PMIS Data Base.
- Sets fixed data fields on segment 00 of the pay file in JUMPS.
- Closes down and opens up segment 52 of the pay file in JUMPS.
- Closes down and opens up segment 57 (changes member type) of the pay file in JUMPS.
- Closes down any pay and allowances segments on the member.

VERY IMPORTANT: The following are very important rules:

- If the member is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the member has been on terminal leave for a extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of RELAD.
- If the member is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the RELAD date.

Corrections and deletions to the Endorsement of Orders Transaction Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If the Endorsement of Orders transaction has been processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting the correction or deletion.

Continued on next page

Release from Active Duty (RELAD), Continued

**Electronic
File on
Member**

The SDA II system will build an electronic file on the member when the member's RELAD date comes up. This file will be created when a transmittal is built. This file will be sent to the new servicing PERSRU for them to load into their SDA II system.

Note: If retired member on active duty is released back into full retirement status, then an electronic file will not be built on the member. A file will also not be built if the unit that the member is being RELAD to is serviced by the same PERSRU.

Refer to Chapter 5-A of this manual for more detailed information on the electronic file on the member.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a discharge event on an enlisted member in SDA II. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-C-2
References	8-C-2
Fast Path ID and Data Entry	8-C-2
Fraudulent Enlistment	8-C-5
Cancel Enlistment	8-C-5
Discharge Enlisted Personnel Transaction	8-C-5
Member's Tax Mailing Address Transaction	8-C-15
How PMIS/JUMPS is Effected by the Discharge Enlisted Personnel Transaction	8-C-16
Corrections and Deletions to the Discharge Enlisted Personnel Transaction	8-C-16
Additional Transaction Information	8-C-16

Discharge (Enlisted Members)

Purpose The Discharge event is used to complete the necessary transactions on an enlisted member who is being discharged from a component within the Coast Guard (active or reserve). This event should be used for:

- Regular active duty enlisted members who have met their military obligation and are wanting to be discharged from the active component to be put into the reserve components.
Note: If the member has **NOT** met his/her military obligation, then the member should be released from the active duty component and put into the Coast Guard Reserve component. Use the Release from Active Duty (RELAD) event for this.
- Reserve members who want to be discharged from the reserve component and be enlisted into the active duty component of the Coast Guard.
- Regular or reserve members who have met their military obligation and are wanting to be discharged from the Coast Guard.
- Discharging enlisted members for fraudulent enlistment.
- Canceling an enlistment on an enlisted member.

Note: Do not use this transaction for enlisted members who are appointed to Warrant Officer status. Use the Warrant Appointment event for this. Refer to Chapter 9-C of this manual for detailed information on this.

VERY IMPORTANT: The PERSRU submitting the discharge from the reserve or active duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the PERSRU record.

- References**
- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Query Manual, HRSICINST M5230.2 (series)
 - c. Pay Manual, COMDTINST M7220.29 (series)
 - d. Personnel Manual, COMDTINST M1000.6 (series)
 - e. Separations Program Designators Handbook
 - f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
 - g. Joint Federal Travel Regulations

Fast Path ID and Data Entry Enter “expdad” for Fast Path ID or press “AEE” from the Main Menu Screen in SDA II. Enter the member’s SSN or last name and press <GO> or F1.

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

Fast Path ID and Data Entry, Continued The following screen should display:

Discharge Transactions (Screen 1 of 1)		
000-00-0000	YN3	DOE, JOHN
Stat	Options	Transactions
I	<u>Standard</u>	Standard or Expedited Discharge?
I	<u>Y</u>	Appointment as an Officer Terminated?
	<u>N</u>	Discharge of Enlisted Personnel?
	<u>N</u>	Fraudulent Enlistment?
	<u>N</u>	Cancel Enlistment?
	<u>N</u>	Leave Accounting?
I	Required	Member's tax mailing address?
	<u>N</u>	Member's state taxes?
	<u>N</u>	Member's federal taxes?
I	<u>Y</u>	Certificate of Release or Discharge from Active Duty (DD214)
	<u>N</u>	Cancellation of Voluntary Extension/Reextension?
	<u>N</u>	Suspend, Remove Suspension or Stop SRB?

Once the above screen comes up you can begin selecting the options that are available for this event.

Listed below are the transactions that can be selected in Discharge Transactions (Screen 1 of 1), if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Standard or Expedited Discharge?	Required	This is not a transaction. It is a field that asks if the discharge is going to be a standard discharge or an expedited discharge. Enter one of the two.
Appointment as an Officer Terminated (P214)	Optional	This transaction is not allowed for this event.
Discharge of Enlisted Personnel (P203)	Optional	This transaction is required if member is being discharged from a component within the Coast Guard. Note: Do not use this transaction if discharge is due to a fraudulent Enlistment or to Cancel an Enlistment.
Fraudulent Enlistment? (P633)	Optional	This transaction must be used if member is being discharged due to Fraudulent Enlistment. Note: If this transaction is used, then the Discharge of Enlisted Personnel (P203) must not be used.

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

Fast Path ID and Data Entry, Continued

Transaction	Option	Used For
Cancel Enlistment? (P253)	Optional	This transaction must be used if member's enlistment is being canceled. Note: If this transaction is used, then the Discharge of Enlisted Personnel (P203) must not be used.
Leave Accounting? (L63B)	Optional	This transaction must be used if member is taking terminal leave in connection with discharge. Note: This is not authorized for regular reserves.
Member's tax mailing address? (L6EB)	Required	This transaction is required for personnel being discharged from active duty. It is not required for regular reserve members, however the screen will appear following completion of the P203. You must fill out the Tax Mailing Address transaction in order to complete the discharge event. The Tax Mailing Address transaction may be deleted during Review and Approval or approved and allowed to transmit to HRSIC. The transaction will generate an "Info" error when processed in PMIS/JUMPS.
Member's state taxes? (L6EB)	Optional	This transaction is used if the member's state tax information needs to be changed. Note: This is not required for regular reserves.
Member's federal taxes? (L6EB)	Optional	This transaction is used if the member's federal tax information is changing. Note: This is not required for regular reserves.
Certificate of Release or Discharge from Active Duty (DD-214)	Optional	This transaction must be used for members who were on active duty prior to discharge. Note 1: This is not authorized for reserves, not on EAD. Note 2: Refer to the DD-214 transaction in Chapter 2-A of this manual for detailed information on how to create this transaction.
Cancellation of Voluntary Extension/Reextension (P187)?	Optional	This transaction must be used if an extension/reextension needs to be canceled prior to discharge date. Note: This is not authorized for regular reserves.
Suspend, Remove Suspension or Stop SRB? (P602)	Optional	If a SRB Bonus needs to be suspended or removed prior to the member being discharged then this transaction must be used. Note: This is not authorized for regular reserves.

Continued on next page

Discharge (Enlisted Members), Continued

**Fast Path ID
and Data
Entry,
Continued**

When you have selected the transactions you want, press <GO> or F1. You are now ready to create the Discharge of Enlisted Personnel transaction.

Note: If you selected the Fraudulent Enlistment transaction or the Cancel Enlistment transaction, then that transaction will appear. Use the information below to complete these transactions.

Fraudulent Enlistment If you selected the Fraudulent Enlistment transaction then Stop Pay and Allowances Due to Fraudulent Enlistment (Screen 1 of 1) will appear. The Fraudulent Enlistment transaction creates a P633 in PMIS/JUMPS and is used to stop all pay and allowances due to a fraudulent enlistment. Enter the effective date and time that the Pay and Allowances needs to be stopped on the member due to fraudulent enlistment. Once you have entered this information, press <GO> or F1. If you selected any other transactions in this event, then the next transaction you selected will display.

Cancel Enlistment If you selected the Cancel Enlistment transaction then Cancel Enlistment (Screen 1 of 1) will appear. The Cancel Enlistment transaction creates a P253 in PMIS/JUMPS and is used to cancel an enlistment on a member. Enter the effective date and time that the enlistment was canceled on the member. Once you have entered this information, press <GO> or F1. If you selected any other transactions in this event, then the next transaction you selected will display.

**Discharge
Enlisted
Personnel
Transaction**

The Discharge Enlisted Personnel transaction creates a P203 (converted to a P993 in RECENTS) for PMIS/JUMPS. The following is an example of Screen 1 of 8*.

Discharge Enlisted Personnel (Screen 1 of 8*)		
000-00-0000	YN3	DOE, JOHN
<div>Effective Date: <u>11/30/1997</u> Effective Time: 2400 Entry Type:</div> <div>(Note: The effective date is the actual date of separation. If member is taking terminal leave, you must submit a leave transaction to account for the period prior to separation.)</div>		
<div>Reason for Discharge: <u>10</u> Expiration of Enlistment</div> <div>Discharge Type: <u>01</u> Honorable</div> <div>Discharge Status: <u>27</u> Recommended for Reenlistment</div> <div>SPD Code: <u>KGM</u></div> <div>Reenlistment Code: <u>RE1</u></div>		
<div>Dispose of Leave?: <u>Y</u></div> <div>(Note: If mbr cannot sell leave (element code 41) indicate "N", otherwise indicate "Y").</div>		

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field:

Field	Action																										
Effective Date	Enter the effective date of separation. Note: Do not enter the date the member starts terminal leave.																										
Effective Time	This field is not updatable and is set at 2400.																										
Entry Type	This field is not updatable.																										
Reason for Discharge	Enter the reason for discharge. Press F2 for a list of valid codes. Listed below are the codes that can be selected and the element code that is built on the P203. <table><tr><th>Discharge Reason Code</th><th>Element Code</th></tr><tr><td>10 Expiration of Enlistment</td><td>10</td></tr><tr><td>11 Dependency/Hardship</td><td>11</td></tr><tr><td>12 Misconduct</td><td>12</td></tr><tr><td>13 Disability</td><td>13</td></tr><tr><td>14 Unsuitability</td><td>14</td></tr><tr><td>15 Security</td><td>15</td></tr><tr><td>17 Minority</td><td>17</td></tr><tr><td>18 Convenience of Government</td><td>18</td></tr><tr><td>19 Sentence of General CM</td><td>19</td></tr><tr><td>20 Sentence of Special CM</td><td>20</td></tr><tr><td>21 Entry Level Separation</td><td>21</td></tr><tr><td>23 Good of Service</td><td>23</td></tr></table>	Discharge Reason Code	Element Code	10 Expiration of Enlistment	10	11 Dependency/Hardship	11	12 Misconduct	12	13 Disability	13	14 Unsuitability	14	15 Security	15	17 Minority	17	18 Convenience of Government	18	19 Sentence of General CM	19	20 Sentence of Special CM	20	21 Entry Level Separation	21	23 Good of Service	23
Discharge Reason Code	Element Code																										
10 Expiration of Enlistment	10																										
11 Dependency/Hardship	11																										
12 Misconduct	12																										
13 Disability	13																										
14 Unsuitability	14																										
15 Security	15																										
17 Minority	17																										
18 Convenience of Government	18																										
19 Sentence of General CM	19																										
20 Sentence of Special CM	20																										
21 Entry Level Separation	21																										
23 Good of Service	23																										
Discharge Type	Enter the type of discharge. Press F2 for a list of valid codes. Listed below are the codes that can be selected and the element code that is built on the P203. <table><tr><th>Discharge Type Code</th><th>Element Code</th></tr><tr><td>01 Honorable Discharge</td><td>01</td></tr><tr><td>02 General Discharge</td><td>02</td></tr><tr><td>03 Uncharacterized Discharge (Used only by Cape May)</td><td>03</td></tr><tr><td>04 Bad Conduct Discharge</td><td>04</td></tr><tr><td>05 Dishonorable Discharge</td><td>05</td></tr><tr><td>06 Discharge under other than Honorable Discharge</td><td>06</td></tr></table>	Discharge Type Code	Element Code	01 Honorable Discharge	01	02 General Discharge	02	03 Uncharacterized Discharge (Used only by Cape May)	03	04 Bad Conduct Discharge	04	05 Dishonorable Discharge	05	06 Discharge under other than Honorable Discharge	06												
Discharge Type Code	Element Code																										
01 Honorable Discharge	01																										
02 General Discharge	02																										
03 Uncharacterized Discharge (Used only by Cape May)	03																										
04 Bad Conduct Discharge	04																										
05 Dishonorable Discharge	05																										
06 Discharge under other than Honorable Discharge	06																										

Continued on next page

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field, continued:

Field	Action												
Discharge Status	Enter the discharge status code. Press F2 for a list of valid codes. Listed below are the codes that can be selected and the element code that is built on the P203. <table><tr><th>Discharge Status Code</th><th>Element Code</th></tr><tr><td>25 Recommended for reenlistment, does not desire reenlistment</td><td>25</td></tr><tr><td>26 Not recommended for reenlistment</td><td>26</td></tr><tr><td>27 To accept permanent appointment as officer</td><td>27</td></tr><tr><td>28 Recommended for reenlistment but not eligible</td><td>28</td></tr><tr><td>29 Recommended for reenlistment, discharge to change components</td><td>29</td></tr></table>	Discharge Status Code	Element Code	25 Recommended for reenlistment, does not desire reenlistment	25	26 Not recommended for reenlistment	26	27 To accept permanent appointment as officer	27	28 Recommended for reenlistment but not eligible	28	29 Recommended for reenlistment, discharge to change components	29
Discharge Status Code	Element Code												
25 Recommended for reenlistment, does not desire reenlistment	25												
26 Not recommended for reenlistment	26												
27 To accept permanent appointment as officer	27												
28 Recommended for reenlistment but not eligible	28												
29 Recommended for reenlistment, discharge to change components	29												
SPD Code	Enter a valid SPD code on the member. Note: For a list of valid SPD codes, refer to the Separations Program Designator (SPD) Handbook.												
Reenlistment Code	Enter a valid reenlistment code on the member. Press the F2 key for a list of valid reenlistment codes.												
Dispose of Leave?	<ul style="list-style-type: none">• If member is selling leave, then this field should be changed to 'Y' for YES.• If member is in an excess leave balance at the time of discharge, then this field should be changed to 'Y' for YES.• If member is not entitled to sell leave or carry leave forward and is not in an excess leave balance, then leave this field at 'N' for NO. Note: If member cannot sell leave or carry leave forward (element code 41) indicate this field remains at 'N' for NO, then Element Code 41 will be created on the P203.												

Once you have entered the information on Screen 1 of 8*, press <F1>. Discharge Enlisted Personnel (Screen 2 of 8*) will display.

Note: If the field 'Dispose of Leave?' is not changed to 'Y' for YES, then Screen 2 of 8* will not appear when you press <F1>. Screen 3 of 8* will appear.

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

Discharge Enlisted Personnel Transaction, Continued The following is an example of what Discharge Enlisted Personnel (Screen 2 of 8*) should look like and a list of fields on Discharge Enlisted Personnel (Screen 2 of 8*) and the action to be taken on each field:

Discharge Enlisted Personnel (Screen 2 of 8*)		
000-00-0000	YN3	DOE, JOHN
Leave Data as of End Month Compute:	11/20/1997	
Regular Leave Balance:	20.0	
Cumulative Sold:	40.0	
Saved leave Balance:	0.0	
Member Does NOT Have Excess Leave:		
Total Days Lump Sum Leave selling:	<u>20.0</u>	(Element Code 36)
Number of days Saved Leave selling:	<u>0.0</u>	(Element Code 37)
Number of days Regular Leave selling:	<u>20.0</u>	(Element Code 38)
Member HAS Excess Leave:		
Number of days Excess Leave (check pay):	<u>0.0</u>	(Element Code 35)

Field	Action
Leave Data as of End Month Compute	This field is not updatable and shows the last end of month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month.
Regular Leave Balance	This field is not updatable. This is the amount of regular leave the member currently has (i.e., if the system shows 20 days as the leave balance on the member and the 'Leave Data as End Month Compute' field is 11/20/1997, then the member has 20 days as of end month November). Note: Need to ensure that any leave taken by the member that has not posted in PMIS/JUMPS is subtracted from this balance or any leave that will be earned in the upcoming months is added to this balance.
Cumulative Sold	This field is not updatable and shows the amount of leave days the member has sold throughout his/her career.
Saved leave Balance	This field is not updatable and shows the amount of Saved Leave the member currently has.
Member Does NOT Have Excess Leave	This field is not updatable.
Total Days Lump Sum Leave selling	If member is selling leave, enter the total number of days the member is selling (must add up to the next two fields, Saved Leave plus Regular Leave). This creates Element Code 36. Note: Member may only sell up to 60 days leave in his/her career.

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

Once you have entered (Element Code 29) the information on Screen 1 of 8*, Press <F1>. Discharge Enlisted Personnel (Screen 2 of 8*) will display. The Following is what Discharge Enlisted Personnel (screen 2 of 8*) should look like:

Discharge Enlisted Personnel (Screen 2 of 8*)		
000-00-0000	YNC	DOE, JOHN
Days of Leave: 12.0	As of Compute Date: 11/20/1997	
Advance Leave Carried Forward:	<u>N</u> (Element code 39)	
Unused Leave Carried Forward:	<u>Y</u> (Element Code 40)	

The following is a list of fields on Discharge Enlisted Personnel (Screen 2 of 8*) And the action to be taken on each field:

Field	Action
Days of Leave	This field is not updateable. This is the amount of leave the member currently has (i.e., if the system shows 12 days as the leave balance on the member and the 'As of Compute Date' field above is 11/20/1997, then the member has 12 days as of end month November).
As of Compute Date	This field is not updateable and shows the last end of the month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month.
Advance Leave Carried Forward	This field should remain at 'N'. This field is normally not used for this event. This field creates Element Code 39.
Unused Leave Carried Forward	This field is set at 'N' and should be changed to 'Y' for YES. This field creates Element Code 40.

After you have entered the information in Screen 2 of 8*, press F6 and print the Transaction log off. Once you have done this, press <F1>.

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Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 2 of 8*) and the action to be taken on each field, continued:

Field	Action
Number of days Saved Leave selling	Enter the number of days of Saved Leave the member is selling. This creates Element Code 37.
Number of days Regular Leave selling	Enter the number of days of Regular Leave the member is selling. This creates Element Code 38.
Member has Excess Leave	This field is not updatable.
Number of days Excess Leave (check pay)	If member is in an excess leave balance on the date of separation, enter the number of days leave the member is in an excess of. This creates Element Code 35.

After you have entered the information in Screen 2 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 3 of 8*) will appear. The following is an example of Screen 3 of 8* and the action to be taken on each field.

Note: If creating discharge transaction on a reserve member, then the system will not display Screen 3 of 8* and Screen 4 of 8*, but will display Screen 5 of 8*. Go to page 8-C-11.

Discharge Enlisted Personnel (Screen 3 of 8*)		
000-00-0000	YN3	DOE, JOHN
Discharge Pay Entitlement (Enter data for one of the options listed below)		
Amount Discharge Gratuity entitled:	<u>0.00</u>	(Element Code 50)
Highest Grade Satisfactorily Held as Indicated		
On Orders for Disability Severance Pay:	<u>—</u>	(Element Code 52)
Reserve Separation Pay?:	<u>N</u>	
Performance Indicator:	<u>—</u>	(Element Code 67)
Lump Sum Readjustment Pay?:	<u>N</u>	
Performance Indicator:	<u>—</u>	(Element Code 68)

Field	Action
Discharge Pay Entitlement	This field is not updatable.
Amount of Discharge Gratuity entitled	If member is entitled to Discharge Gratuity, then enter the amount of Discharge Gratuity the member is entitled to. Note: Refer to Section 10-J of the Coast Guard Pay Manual for rules on entitlement. This creates Element Code 50.

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a list of fields on Discharge Enlisted Personnel (Screen 3 of 8*) and the action to be taken on each field, continued:

Field	Action
Highest Grade Satisfactorily Held as Indicated on Orders for Disability Severance Pay	If member is entitled to Disability Severance Pay, enter the highest grade the member satisfactorily held (i.e., if YN1, then enter E6). Note: The 'Reason for Discharge' field on Screen 1 of 8* must be 13. Also, the 'Number of Years/Months of Active Service' field on Screen 4 of 8* must also be entered. This creates Element Code 52.
Reserve Separation Pay?	If a reserve member is entitled to Reserve Separation Pay, enter 'Y' for YES. Note: The 'Number of Years/Months of Active Serve' field on Screen 4 of 8* must also be entered.
Performance Indicator	If a reserve member is entitled to Reserve Separation Pay, enter the 1 digit performance standard on the member. <ul style="list-style-type: none"> Enter '0' if performance was substandard (only entitled to ½ Separation Pay). Enter '1' if performance was above standard (entitled to full Separation Pay). This creates Element Code 67.
Lump Sum Readjustment Pay?	If a reserve member is entitled to Reserve Lump Sum Readjustment Pay, enter 'Y' for YES.
Performance Indicator	If a reserve member is entitled to Reserve Lump Sum Readjustment Pay, enter the 1 digit performance standard on the member. <ul style="list-style-type: none"> Enter '0' if performance was substandard. Enter '1' if performance was above standard. This creates Element Code 68.

After you have entered the information in Screen 3 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 4 of 8*) will appear.

Discharge Enlisted Personnel (Screen 4 of 8*)		
000-00-0000	YN3	DOE, JOHN
Is Member Entitled to Enlisted Separation Pay?:	<u>N</u>	(Element Code 53)
Performance Indicator:	—	(Element Code 55)
SSIC of CGPC (epm) Authorization Letter/Memo:	_____	(Element Code 81)
Date of CGPC (epm) Authorization letter/Memo:	_/_/_	(Element Code 81)
Number of Years/Months of Active Service:	_____	

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 4 of 8*:

Field	Action
Is Member Entitled to Enlisted Separation Pay?	If the regular enlisted member is entitled to separation pay, then enter 'Y' for YES. Note: This field is not updatable for regular reserves. This creates Element Code 53.
Performance Indicator	If member is entitled to separation pay, <ul style="list-style-type: none"> • Enter (0) for substandard performance • Enter (1) for standard performance. This creates Element Code 55.
SSIC	Enter the SSIC number of the letter by COMDT authorizing separation pay. This creates Element Code 81.
Date of COMDT Authorization Letter	Enter the date of the authorization letter by COMDT. This also creates Element Code 81.
Number of Years/Months of Active Service Note: Refer to chapter 10 of the Pay Manual for separation and severance pay computations.	If member is entitled to one of the following types of separation pay, then enter the number of years and months the member has of active service: <ul style="list-style-type: none"> • Disability Severance Pay (will be the element in element code 07). • Reserve Separation Pay (will be the element in element code 08 if for full separation pay. Will be the element in element code 09 if for half separation pay). • Enlisted Separation Pay (will be the element in element code 53).

After you have entered the information in Screen 4 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 5 of 8*) will appear.

Discharge Enlisted Personnel (Screen 5 of 8*)						
000-00-0000		YN3		DOE, JOHN		
Leave Address:	Street:	<u>3640 NE Rockaway Trail</u>				
	City:	<u>Topeka</u>				
	State:	<u>KS</u>	Zip Code:	<u>50701-0000</u>		
	Phone #:	<u>000-000-0000</u>				
Proceed and Report:		Nature of				
Dist-Opfac	Station/Place	Duty	Report	Time	Date	
— — — — —		<u>6</u>	<u>nlt</u>	<u>2400</u>	<u>11/30/1997</u>	

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

The following is a breakdown of the fields and the action to be taken on each field for Screen 5 of 8*:

Field	Action
Street	If member is taking terminal leave, then enter the street address of where the member will be on leave.
City	If member is taking terminal leave, then enter the city of where the member will be on leave.
State	If member is taking terminal leave, then enter the state of where the member will be on leave.
Zip Code	If member is taking terminal leave, then enter the zip code of where the member will be on leave.
Phone #	If member is taking terminal leave, then enter the phone number of where the member can be reached while on leave.
Dist-OPFAC	Normally this field is left blank. If the member is being separated from one component of the Coast Guard to immediately enlist into another component of the Coast Guard (i.e., if member is regular active duty and has met his/her military obligation and wants to be discharged to enlist in the reserve component of the Coast Guard), then enter the district/opfac of the unit to where the member will be assigned..
Station/Place	This field is not updatable and if a Dist-OPFAC is entered then the system will display the short title of the unit.
Nature of Duty	Enter '6' in this field. Member is being separated, therefore '6' must be used.
Report	Enter 'NLT'.
Time	Enter '2400'.
Date	Enter the date the member is going to be separated.

After you have entered the information in Screen 5 of 8*, press <GO> or F1. Discharge Enlisted Personnel (Screen 6 of 8*) will appear.

Discharge Enlisted Personnel (Screen 6 of 8*)									
000-00-0000			YN3			DOE, JOHN			
Appr	Lim	Alt	Alt	Prog	Cost	Obj	Estimated		
<u>Dist</u>	<u>Code</u>	<u>Cd</u>	<u>Fnd</u>	<u>Lvl</u>	<u>Elem</u>	<u>Ctr</u>	<u>Clas</u>	<u>Document ID</u>	<u>Cost</u>

Continued on next page

Section C
DISCHARGE (ENLISTED MEMBERS)

Discharge (Enlisted Members), Continued

**Discharge
Enlisted
Personnel
Transaction,
Continued**

Now press F3 and the Accounting Line Create/Update screen will appear: The following is what the screen looks like and a breakdown of the fields and the action to be taken on each field for this screen:

Note: If creating this transaction for a regular reserve and no accounting information is required then do not press F3. Press SHIFT-F6 or NEXT-PAGE and the system will take you to Screen 7 of 8*).

Discharge Enlisted Personnel (Screen 6 of 8*)		
000-00-0000	YN3	DOE, JOHN
Accounting Line Create/Update		
District: _____		
Appropriation Code: _____		
Limit Code: _____		
Allotment Fund: _____		
Allotment Level: _____		
Program Element: _____		
Cost Center: _____		
Object Class: _____		
Document ID Type: _____		
Document ID Fiscal Year: _____		
Document ID TONO: _____		
Document ID Suffix: <u>000</u>		
Estimated Cost: <u>\$0.00</u>		

Field	Action
District	Enter the Region (District) code in this field.
Appropriation Code	Enter the three digit numeric appropriate code. If the appropriation code is two digits, insert a leading zero.
Limit Code	Enter the Limitation code in this field.
Allotment Fund	Enter the Allotment Fund code in this field.
Allotment Level	Enter the Allotment Level code in this field.
Program Element	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID Type	Enter the Document ID type in this field.
Document ID Fiscal Year	Enter the Document ID Fiscal Year in this field.
Document ID TONO	Enter the Document ID (TONO) in this field.
Document ID Suffix	Enter the Document ID Suffix in this field.
Estimated Cost	Enter the estimated cost for these orders.

Continued on next page

Discharge (Enlisted Members), Continued

Discharge Enlisted Personnel Transaction, Continued

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 7 of 8* and Screen 8 of 8*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the member's entitlements are for Discharge:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Discharge Enlisted Personnel (Screen 7 of 8*)		
000-00-0000	YN3	DOE, JOHN
New Servicing/Responsible PERSRU: 47400		
CG HRSIC		
Remarks:		
A. THESE ORDERS CONSTITUTE A DISCHARGE MOVE FM <u>(City/State)</u> TO <u>(City/State)</u> .		
B. DEPN INFO: <u>(WW) DOM</u> ; <u>(LD/LS) DOB</u> (where TRAVELING CONCURRENTLY or SEPARATELY (DATE) or WILL NOT BE RELOCATING). ACCOMPANIED or ALL OTHERS TOUR		
C. <u>IAW JFTR U5012-B</u> : ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.		
D. MBR TO USE <u>(1 or 2)</u> POCS		
E. OFFICIAL DISTANCE (MILES) ____ FM <u>(last PDS)</u> TO <u>(new PDS)</u> IAW JFTR U5105.		
F. (INSERT EXCEPTIONS HERE)		
G. AUTH DLA AT <u>(with or w/o DEPN)</u> RATE FOR PAYGRADE ____ IAW JFTR U5600.		
H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.		
I. TVL ADV AUTH \$ ____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.		
J. AUTH \$ ____ ADVANCE PAY TO BE LIQUIDATED OVER ____ MOS or NOT REQUESTED.		
K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ____ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5		

Continued on next page

Discharge (Enlisted Members), Continued

Discharge Enlisted Personnel Transaction, Continued

Discharge Enlisted Personnel (Screen 8 of 8*)		
000-00-0000	YN3	DOE, JOHN
Remarks: (Continued)		
4. TLE NOT AUTHORIZED _____		
5. TOTAL ADVANCES AUTH: \$34.00 _____		
E. DEPN INFO: KIMBERLY K. (WIFE, DOM 87OCT16) _____		

Once you have completed the information in Screen 8 of 8*, press the F6 key and the following screen will appear:

Discharge Enlisted Personnel Print Menu	
A. Print Screen.	
B. Print Transaction Log.	
C. Print the Form for this Transaction.	
Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Discharge Enlisted Personnel transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Discharge Enlisted Personnel transaction and want a printed CG-5131 on the member, press 'C'.

Once you have completed the information in Screen 8 of 8*, and have printed any of the selections above, press <GO> or F1. You have now completed the Discharge Enlisted Personnel transaction and are ready to complete the Tax Mailing Address transaction.

Note: If you selected the Leave Authorization transaction, then this transaction will appear before the Tax Mailing Address transaction. Fill the information out on the Leave Authorization transaction and press <GO> or F1.

Member's Tax Mailing Address Transaction

Refer to the Tax Mailing Address transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the next transaction you selected off Discharge Transactions (Screen 1 of 1).

Continued on next page

Discharge (Enlisted Members), Continued

How PMIS/JUMPS is effected by the Discharge Enlisted Personnel Transaction

The Discharge Enlisted Personnel transaction will close down the member's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- If the member is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the member has been on terminal leave for an extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of discharge.
- If the member is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the discharge date.

Corrections and deletions to the Discharge Enlisted Personnel Transaction

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If discharge transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting correction or deletion.

Additional Transaction Information

In this event there are several other transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
Leave Accounting (L63B)	If the member is taking terminal leave, then this transaction must be completed. The first day charged as leave will normally be the day after the member departed his/her command. The last day charged as leave will normally be the day of discharge.
Certificate of Release or Discharge from Active Duty (DD-214)	This transaction must be completed on all regular active duty members. Refer to Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction.
Suspend, Remove Suspension or Stop SRB? (P602)	This transaction must be completed if member has a SRB that needs to be suspended or stopped. Refer to the Suspend, Remove Suspension or Stop SRB transaction in Chapter 2-A of this manual for guidance on how to prepare this transaction.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a discharge event in SDA II on an officer. This section contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-D-2
References	8-D-2
Fast Path ID and Data Entry	8-D-2
Appointment as an Officer Terminated Transaction	8-D-5
Member's Mailing Address Transaction	8-D-13
How PMIS/JUMPS is effected by the Appointment as an Officer Terminated Transaction	8-D-14
Corrections and Deletions to the Appointment as an Officer Terminated Transaction	8-D-14
Additional Transaction Information	8-D-14

Discharge (Officers)

Purpose The Discharge event is used to complete the necessary transactions on an officer who's appointment as an officer is being terminated in the Coast Guard (active or reserve). This event should be used for:

- Regular active duty officers who will be discharged from the active Coast Guard component to accept an appointment as an officer in the Coast Guard reserve component.
Note: There may be times when a reserve officer who is on extended active duty will need to be released from active duty to be put back into a reserve status. Do not use this transaction for this purpose. Use the Release from Active Duty (RELAD) event for this.
- Reserve officers who will be discharged from the reserve component to accept an appointment as an officer in the active duty component of the Coast Guard.
- Regular or reserve officers who's appointment as an officer is being terminated.

Note: This transaction is not required for temporary commissioned officers who are discharged from warrant status to accept permanent LTJG.

VERY IMPORTANT: For officers who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard as an officer or vice versa, the servicing PERSRU losing the member **must** submit this transaction (P214).

- References**
- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
 - b. Query Manual, HRSICINST M5230.2 (series)
 - c. Pay Manual, COMDTINST M7220.29 (series)
 - d. Personnel Manual, COMDTINST M1000.6 (series)
 - e. Separations Program Designators Handbook
 - f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
 - g. Joint Federal Travel Regulations

Fast Path ID and Data Entry Enter "expdad" for Fast Path ID or press "AEE" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

Fast Path ID and Data Entry, Continued The following screen should display:

Discharge Transactions (Screen 1 of 1)		
000-00-0000	ENS	DOE, JOHN
Stat	Options	Transactions
I	<u>Standard</u>	Standard or Expedited Discharge?
I	Required	Appointment as an Officer Terminated?
		Discharge of Enlisted Personnel?
		Fraudulent Enlistment?
		Cancel Enlistment?
	<u>N</u>	Leave Accounting?
I	Required	Member's tax mailing address?
	<u>N</u>	Member's state taxes?
	<u>N</u>	Member's federal taxes?
I	<u>Y</u>	Certificate of Release or Discharge from Active Duty (DD214)
	N	Cancellation of Voluntary Extension/Reextension?
	N	Suspend, Remove Suspension or Stop SRB?

Once the above screen comes up you can begin selecting the options that are available for this event.

Listed below are the transactions that can be selected in Discharge Transactions (Screen 1 of 1), if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Standard or Expedited Discharge?	Required	This is not a transaction and is a field that ask the user if the discharge is going to be a standard discharge or an expedited discharge. Enter one of the two.
Appointment as an Officer Terminated (P214)	Required	This transaction is required and must be completed on the officer.
Discharge of Enlisted Personnel (P203)	Optional	This transaction is not allowed for this event.

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

Fast Path ID and Data Entry, Continued Listed below are the transactions that can be selected in Discharge Transactions (Screen 1 of 1), if the transaction is required or optional, and when the transaction should be used, continued:

Transaction	Option	Used For
Fraudulent Enlistment? (P633)	Optional	This transaction is not allowed for this event.
Cancel Enlistment? (P253)	Optional	This transaction is not allowed for this event.
Leave Accounting? (L63B)	Optional	This transaction must be used if member is taking terminal leave in connection with discharge. Note: This is not authorized for regular reserves.
Member's tax mailing address? (L6EB)	Required	This transaction is required for this event and must be completed. Note: This is not authorized for regular reserves.
Member's state taxes? (L6EB)	Optional	This transaction is used if member is needing to change his/her state tax information. Note: This is not authorized for regular reserves.
Member's federal taxes? (L6EB)	Optional	This transaction is used if member is needing to change his/her federal tax information. Note: This is not authorized for regular reserves.
Certificate of Release or Discharge from Active Duty (DD-214)	Optional	This transaction must be used for members who were on active duty prior to discharge. Note 1: This is not authorized for regular reserves Note 2: Refer to the DD-214 transaction in Chapter 2-A of this manual for detailed information on how to create this transaction.
Cancellation of Voluntary Extension/Reextension (P187)?	Optional	This transaction is not authorized for this event.
Suspend, Remove Suspension or Stop SRB? (P602)	Optional	This transaction is not authorized for this event.

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

**Appointment
as an Officer
Terminated
Transaction**

When you have selected the transactions you want, press <GO> or F1. You are now ready to create the Appointment as an Officer Terminated transaction. The Appointment as an Officer transaction creates a P214 (converted to a P995 in RECENTS) for PMIS/JUMPS. The first screen that will appear will be Officer Appointment Terminated (Screen 1 of 8*).

Officer Appointment Terminated (Screen 1 of 8*)		
000-00-0000	ENS	DOE, JOHN
Effective Date: <u>11/30/1997</u>	Effective Time: 2400	Entry Type:
(Note: The effective date is the actual date of separation. If member is taking terminal leave, you must submit a leave transaction to account for the period prior to separation.)		
Termination Type: <u>01</u>		Honorable Discharge
Separation Program Designator: <u>ABC</u>		

The following is a list of fields on Discharge Enlisted Personnel (Screen 1 of 8*) and the action to be taken on each field:

Field	Action												
Effective Date	Enter the effective date of separation. Note: Do not enter the date the member starts terminal leave.												
Effective Time	This field is not updatable and is set at 2400.												
Entry Type	This field is not updatable.												
Termination Type	Enter the type of discharge. Press F2 for a list of valid codes. Listed below are the codes that can be selected and the element code that is built on the P214. <table><tr><th>Discharge Reason Code</th><th>Element Code</th></tr><tr><td>01 Honorable Discharge</td><td>01</td></tr><tr><td>02 General Discharge</td><td>02</td></tr><tr><td>04 Acceptance of Resignation</td><td>04</td></tr><tr><td>05 Dismissed</td><td>05</td></tr><tr><td>06 Discharged Under Other than Honorable Conditions</td><td>06</td></tr></table>	Discharge Reason Code	Element Code	01 Honorable Discharge	01	02 General Discharge	02	04 Acceptance of Resignation	04	05 Dismissed	05	06 Discharged Under Other than Honorable Conditions	06
Discharge Reason Code	Element Code												
01 Honorable Discharge	01												
02 General Discharge	02												
04 Acceptance of Resignation	04												
05 Dismissed	05												
06 Discharged Under Other than Honorable Conditions	06												
Separation Program Designator	Enter a valid SPD code on the member. Note: For a list of valid SPD codes, refer to the Separations Program Designator (SPD) Handbook.												

Continued on next page

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued

Once you have entered the information on Screen 1 of 8*, press <GO> or F1. Depending on what was selected on Screen 1 of 8* will dictate what screen will come up next.

- Screen 2 of 8* will appear if the field 'Termination Type' on Screen 1 of 8* is '01'.
- If the member is a regular active duty officer and the field 'Termination Type' is **not** '01' then Screen 4 of 8* will appear. Go to page 8-D-8.
- If the member is a regular reserve officer and the field 'Termination Type' is '04' then Screen 3 of 8* will appear (do not enter any information in Screen 3 of 8*, press <GO> or F1 on Screen 3 of 8* and the system will take you to Screen 4 of 8*). Go to page 8-D-8.
- If the member is a regular reserve officer and the field 'Termination Type' is **not** a '01' or '04' then Screen 4 of 8* will appear. Go to page 8-D-8.

If Screen 2 of 8* will appear, then the screen will look as follows (as an example):

Officer Appointment Terminated (Screen 2 of 8*)		
000-00-0000	ENS	DOE, JOHN
Termination Reason: 07 Disability		
Years/Months of Active Service: <u>1001</u>		

Field	Action								
Termination Reason	<div>Enter the termination reason code. Press F2 for a list of valid codes. Listed below are the codes that can be selected and the element code that is built on the P214.</div> <table><tr><th>Discharge Status Code</th><th>Element Code</th></tr><tr><td>07 Disability</td><td>07</td></tr><tr><td>08 Non-Selection</td><td>08</td></tr><tr><td>09 Cause</td><td>09</td></tr></table>	Discharge Status Code	Element Code	07 Disability	07	08 Non-Selection	08	09 Cause	09
Discharge Status Code	Element Code								
07 Disability	07								
08 Non-Selection	08								
09 Cause	09								
Years/Months of Active Service	<div>If member is entitled to one of the following types of separation pay, then enter the number of years and months the member has of active service:</div> <ul style="list-style-type: none">• Disability Severance Pay (will be the element in element code 07).• Severance Pay (will be the element in element code 08 if for Due to Non-Selection. Will be the element in element code 09 if for Due to Cause).• Reserve Separation Pay (will be the element in element code 08 if for Due to Non-Selection. Will be the element in element code 09 if for Due to Cause).• Reserve Lump Sum Readjustment Pay (will be the element in element code 08 if for Due to Non-Selection. Will be the element in element code 09 if for Due to Cause). <div>Note: If the member is not entitled to any type of separation pay and is being discharged due to Non-Selection or Cause then you must still enter the years and months of service in this field.</div>								

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued After you have entered the information in Screen 2 of 8*, press <GO> or F1. Officer Appointment Terminated (Screen 3 of 8*) will appear. The following is an example of Screen 3 of 8* and the fields and action to be taken on each field.

Officer Appointment Terminated (Screen 3 of 8*)		
000-00-0000	ENS	DOE, JOHN
Appointment Termination Pay Type (Enter data for one of the options listed below)		
Severance Pay:	N	(Element Code 51)
Highest Grade Satisfactorily Held as Indicated On Orders for Disability Severance Pay:		
	O1	(Element Code 52)
Reserve Separation Pay?:	N	
Performance Indicator:	—	(Element Code 67)
Lump Sum Readjustment Pay?:	N	
Performance Indicator:	—	(Element Code 68)

Field	Action
Appointment Termination Pay Type	This field is not updatable.
Severance Pay	If the officer is entitled to Severance Pay, then change this field to 'Y' for YES. Note: Refer to Section 10-J of the Coast Guard Pay Manual for rules on entitlement. This creates Element Code 51.
Highest Grade Satisfactorily Held as Indicated on Orders for Disability Severance Pay	If the officer is entitled to Disability Severance Pay, enter the highest grade the officer satisfactorily held (i.e., if ENS, then enter O1). Note: The 'Termination Type' field on Screen 1 of 8* must be '01' and the 'Termination Reason' field on Screen 2 of 8* must be '07'. Also, the 'Number of Years/Months of Active Service' field on Screen 2 of 8* must also be entered. This creates Element Code 52.
Reserve Separation Pay?	If the reserve officer is entitled to Reserve Separation Pay, enter 'Y' for YES. Note: The 'Number of Years/Months of Active Serve' field on Screen 2 of 8* must also be entered.
Performance Indicator	If the reserve officer is entitled to Reserve Separation Pay, enter the 1 digit performance standard on the member. <ul style="list-style-type: none"> Enter '0' if performance was substandard (only entitled to ½ Separation Pay). Enter '1' if performance was above standard (entitled to full Separation Pay). This creates Element Code 67.

Continued on next page

Discharge (Officers), Continued

Section D
DISCHARGE (OFFICERS)

Appointment as an Officer Terminated Transaction, Continued The following is the fields on Screen 3 of 8* and the action to be taken on each field, continued:

Field	Action
Lump Sum Readjustment Pay?	If the reserve officer is entitled to Reserve Lump Sum Readjustment Pay, enter 'Y' for YES.
Performance Indicator	If the reserve officer is entitled to Reserve Lump Sum Readjustment Pay, enter the 1 digit performance standard on the member. <ul style="list-style-type: none"> Enter '0' if performance was substandard. Enter '1' if performance was above standard. This creates Element Code 68.

After you have entered the information in Screen 3 of 8*, press <GO> or F1. Officer Appointment Terminated (Screen 4 of 8*) will appear. The following is an example of Screen 4 of 8* and the action to be taken on Screen 4 of 8*:

Officer Appointment Terminated (Screen 4 of 8*)		
000-00-0000	ENS	DOE, JOHN
Leave Data as of End Month Compute:	11/20/1997	
Regular Leave Balance:	20.0	
Cumulative Sold:	40.0	
Saved leave Balance:	0.0	
Member Does NOT Have Excess Leave:		
Total Days Lump Sum Leave selling:	<u>20.0</u>	(Element Code 10)
Number of days Saved Leave selling:	<u>0.0</u>	(Element Code 11)
Number of days Regular Leave selling:	<u>20.0</u>	(Element Code 12)
Member HAS NO Leave Entitlement:	<u>N</u>	(Element Code 14)
Member HAS Excess Leave:		
Number of days Excess Leave (check pay):	<u>0.0</u>	(Element Code 13)

Field	Action
Leave Data as of End Month Compute	This field is not updatable and shows the last end of month compute cycle that your SDA II system has updated. This is due to the fact that leave does not get posted in PMIS/JUMPS until end month compute of each month.

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued The following is the fields and action to be taken on Screen 4 of 8*, continued:

Field	Action
Regular Leave Balance	This field is not updatable. This is the amount of regular leave the officer currently has (i.e., if the system shows 20 days as the leave balance on the member and the 'Leave Data as End Month Compute' field is 11/20/1997, then the member has 20 days as of end month November). Note: Need to ensure that any leave taken by the officer that has not posted in PMIS/JUMPS is subtracted from this balance or any leave that will be earned in the upcoming months is added to this balance.
Cumulative Sold	This field is not updatable and shows the amount of leave days the officer has sold throughout his/her career.
Saved leave Balance	This field is not updatable and shows the amount of Saved Leave the officer currently has.
Member Does NOT Have Excess Leave	This field is not updatable.
Total Days Lump Sum Leave selling	If the officer is selling leave, enter the total number of days the member is selling (must add up to the next two fields, Saved Leave plus Regular Leave). Note: The officer may only sell up to 60 days leave in his/her career. This creates Element Code 10.
Number of days Saved Leave selling	Enter the number of days of Saved Leave the officer is selling. This creates Element Code 11.
Number of days Regular Leave selling	Enter the number of days of Regular Leave the officer is selling. This creates Element Code 12.
Member HAS NO Leave Entitlement	If the officer is not in an excess leave balance and is not eligible to sell leave then this field must be changed to 'Y' for YES. This creates Element Code 14.
Member has Excess Leave	This field is not updatable.
Number of days Excess Leave (check pay)	If the officer is in an excess leave balance on the date of separation, enter the number of days leave the officer is in an excess of. This creates Element Code 13.

Continued on next page

Section D
DISCHARGE (OFFICERS)

Discharge (Officers), Continued

**Appointment
as an Officer
Terminated
Transaction,
Continued**

After you have entered the information in Screen 4 of 8*, press <GO> or F1. Officer Appointment Terminated (Screen 5 of 8*) will appear. The following is an example of Screen 5 of 8* and the action to be taken on each field for Screen 5 of 8*.

Officer Appointment Terminated (Screen 5 of 8*)						
000-00-0000		ENS		DOE, JOHN		
Leave Address: Street: <u>3640 NE Rockaway Trail</u>						
City: <u>Topeka</u>						
State: <u>KS</u> Zip Code: <u>50701-0000</u>						
Phone #: <u>000-000-0000</u>						
Proceed and Report: Nature of						
Dist-Opfac	Station/Place	Duty	Report	Time	Date	
—	—	<u>6</u>	<u>nlt</u>	<u>2400</u>	<u>11/30/1997</u>	

Field	Action
Street	If the officer is taking terminal leave, then enter the street address of where the officer will be on leave.
City	If the officer is taking terminal leave, then enter the city of where the officer will be on leave.
State	If the officer is taking terminal leave, then enter the state of where the officer will be on leave.
Zip Code	If the officer is taking terminal leave, then enter the zip code of where the member will be on leave.
Phone #	If the officer is taking terminal leave, then enter the phone number of where the officer can be reached while on leave.
Dist-OPFAC	Normally this field is left blank. If the officer is being separated from one component of the Coast Guard to immediately be appointed as an officer into another component of the Coast Guard (i.e., if member is a regular active duty officer and is discharged and then is immediately appointed an officer in the reserve component of the Coast Guard), then enter the district/opfac of the unit to where the officer will be assigned.
Station/Place	This field is not updatable and if a Dist-OPFAC is entered then the system will display the short title of the unit.
Nature of Duty	Enter '6' in this field. The officer is being separated, therefore '6' must be used.
Report	Enter 'NLT'.
Time	Enter '2400'.
Date	Enter the date the officer is going to be separated.

Continued on next page

Discharge (Officers), Continued

**Appointment
as an Officer
Terminated
Transaction,
Continued**

After you have entered the information in Screen 5 of 8*, press <GO> or F1. Officer Appointment Terminated (Screen 6 of 8*) will appear. The following is an example of Screen 6 of 8*:

Note: If creating this transaction for a regular reserve and no accounting information is required then do not press F3. Press SHIFT-F6 or NEXT-PAGE and the system will take you to Screen 7 of 8*).

Officer Appointment Terminated (Screen 6 of 8*)									
000-00-0000			ENS				DOE, JOHN		
Appr	Lim	Alt	Alt	Prog	Cost	Obj	Estimated		
<u>Dist</u>	<u>Code</u>	<u>Cd</u>	<u>Fnd</u>	<u>Lvl</u>	<u>Elem</u>	<u>Ctr</u>	<u>Clas</u>	<u>Document ID</u>	<u>Cost</u>

Now press F3 and the Accounting Line Create/Update screen will appear. The following is what the screen looks like and a action to be taken on each field.

Officer Appointment Terminated (Screen 6 of 8*)		
000-00-0000	ENS	DOE, JOHN
Accounting Line Create/Update		
District:	_____	
Appropriation Code:	_____	
Limit Code:	_____	
Allotment Fund:	_____	
Allotment Level:	_____	
Program Element:	_____	
Cost Center:	_____	
Object Class	_____	
Document ID Type:	_____	
Document ID Fiscal Year:	__	
Document ID TONO:	_____	
Document ID Suffix:	000	
Estimated Cost:	\$0.00	

Field	Action
District	Enter the Region (District) code in this field.
Appropriation Code	Enter the three digit numeric Appropriate code. If the appropriation code is two digits, insert a leading zero.
Limit Code	Enter the Limitation code in this field.
Allotment Fund	Enter the Allotment Fund code in this field.
Allotment Level	Enter the Allotment Level code in this field.
Program Element	Enter the Program Element in this field.
Cost Center	Enter the Cost Center Code in this field.
Object Class	Enter the Object Class in this field.
Document ID Type	Enter the Document ID type in this field.
Document ID Fiscal Year	Enter the Document ID Fiscal Year in this field.
Document ID TONO	Enter the Document ID (TONO) in this field.
Document ID Suffix	Enter the Document ID Suffix in this field.
Estimated Cost	Enter the estimated cost for these orders.

Continued on next page

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued

Once you have entered the information on Accounting Line Create/Update screen, press <GO> or F1. Then press SHIFT-F6 or NEXT-PAGE. The next two screens that will come up in this transaction are Screen 7 of 8* and Screen 8 of 8*. These two screens allow the user to enter information into the remarks block of the Standard Travel Orders (CG-5131) that will be printed after this transaction has been completed. The remarks block should contain, at a minimum, what the officer's entitlements are for Discharge:

- Travel entitlements
- Dependent information (all the dependent names, their relationship, and date of marriage of spouse, date of birth of children)
- Entitlement to storage/transportation of household goods).

Note: There are standard remarks on the help wheel for the user to select, press the F2 key to bring up these standard remarks.

The following is what the screens should look like (with an example of remarks typed in):

Officer Appointment Terminated (Screen 7 of 8*)		
000-00-0000	ENS	DOE, JOHN
New Servicing/Responsible PERSRU: 47400		
CG HRSIC		
Remarks:		
A. THESE ORDERS CONSTITUTE A DISCHARGE MOVE FM <u>(City/State)</u> TO <u>(City/State)</u> .		
B. DEPN INFO: <u>(WW) DOM</u> ; <u>(LD/LS) DOB</u> (where TRAVELING CONCURRENTLY <u>or</u> SEPARATELY (DATE) <u>or</u> WILL NOT BE RELOCATING). ACCOMPANIED <u>or</u> ALL OTHERS TOUR		
C. IAW JFTR U5012-B: ENTITLEMENTS DEPEND ON THE MBR & DEPN INDIVIDUAL TRAVEL CIRCUMSTANCES. TRAVEL SETTLEMENT WILL BE DETERMINED BY HRSIC (TVL) BASED ON TYPE OF ORDERS / TRAVEL VOUCHER AND ACTUAL TRAVEL PERFORMED.		
D. MBR TO USE <u>(1 or 2)</u> POCS		
E. OFFICIAL DISTANCE (MILES) ____ FM <u>(last PDS)</u> TO <u>(new PDS)</u> IAW JFTR U5105.		
F. (INSERT EXCEPTIONS HERE)		
G. AUTH DLA AT <u>(with or w/o DEPN)</u> RATE FOR PAYGRADE ____ IAW JFTR U5600.		
H. MBR WAS COUNSELED ON THE TLE (U5710) ENTITLEMENTS.		
I. TVL ADV AUTH \$ ____ (EXACT AMOUNT) CHARGED AGAINST THE COAST GUARD.		
J. AUTH \$ ____ ADVANCE PAY TO BE LIQUIDATED OVER ____ MOS <u>or</u> NOT REQUESTED.		
K. AUTH SHIPMENT OF HHG'S AT PAYGRADE ____ AT WITH OR WITHOUT DEPN RATE, IAW JFTR, CHPT 5		

Continued on next page

Discharge (Officers), Continued

Appointment as an Officer Terminated Transaction, Continued

Officer Appointment Terminated (Screen 8 of 8*)		
000-00-0000	ENS	DOE, JOHN
Remarks: (Continued)		
4. TLE NOT AUTHORIZED_____		
5. TOTAL ADVANCES AUTH: \$34.00_____		
E. DEPN INFO: KIMBERLY K. (WIFE, DOM 87OCT16)_____		

Once you have completed the information in Screen 8 of 8*, press the F6 key and the following screen will appear:

Officer Appointment Terminated Print Menu	
A.	Print Screen.
B.	Print Transaction Log.
C.	Print the Form for this Transaction.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Appointment as Officer Terminated transaction and want a printed copy of the Transaction Log, press 'B'.
C	If you have completed the Appointment as Officer Terminated transaction and want a printed CG-5131 on the officer, press 'C'.

Once you have completed the information in Screen 8 of 8*, and have printed any of the selections above, press <GO> or F1. You have now completed the Appointment as Officer Terminated transaction and are ready to complete the Tax Mailing Address transaction.

Note: If you selected the Leave Authorization transaction, then this transaction will appear before the Tax Mailing Address transaction. Fill the information out on the Leave Authorization transaction and press <GO> or F1.

Member's Tax Mailing Address Transaction

Refer to the Tax Mailing Address transaction (L6EB) in Chapter 2-A of this manual on how to prepare this transaction. Once you have completed this transaction, press <GO> or F1. You are now ready to complete the next transaction you selected off Discharge Transactions (Screen 1 of 1).

Continued on next page

Discharge (Officers), Continued

**How
PMIS/JUMPS
is effected by
the
Appointment
as an Officer
Terminated
Transaction**

The Appointment as an Officer Terminated transaction will close down the officer's PMIS/JUMPS account.

VERY IMPORTANT: The following are very important rules:

- If the officer is going on terminal leave, other transactions may be necessary (i.e., Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay that needs stopped after the officer has been on terminal leave for a extended amount of time). All remaining pay and allowances will be stopped automatically on the effective date of discharge.
- If the officer is **not** taking any terminal leave, then all pay and allowances will be stopped automatically on the discharge date.

**Corrections and
deletions to the
Appointment as
an Officer
Terminated
Transaction**

Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.

Note: If discharge transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting correction or deletion.

**Additional
Transaction
Information**

In this event there are several other transactions that require the user to furnish specific information in order to successfully complete the event. Listed below is a table that shows what these transactions are and the information you need to know about them:

Transaction	Information you need to know
Leave Accounting (L63B)	If the officer is taking terminal leave, then this transaction must be completed. The first day charged as leave will normally be the day after the member departed his/her command. The last day charged as leave will normally be the day of discharge.
Certificate of Release or Discharge from Active Duty (DD-214)	This transaction must be completed on all regular active duty officers. Refer to Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual on how to prepare this transaction.

Section Overview

Introduction The objective of this section is to provide a concise, user friendly job aid for the user at the PERSRU to complete a Retirement event in SDAII on active duty members. Each event contains information on

- Purpose of event
- Any references
- Fast Path ID and Data Entry
- PMIS/JUMPS effect
- Corrections and deletions

VERY IMPORTANT: When using this chapter to create an event in SDA II, the user must understand that if any transaction in the event is not talked about in this Chapter, then the user must refer to Chapter 2 of this manual for guidance on how to create the transaction.

In this Section The following topics will be discussed in this section:

Topic	See Page
Purpose	8-E-2
References	8-E-2
Fast Path ID and Data Entry	8-E-2
Retirement Orders Transaction	8-E-4
How PMIS/JUMPS is effected by the Retirement Orders Transaction	8-E-7
Corrections and Deletions to the Retirement Orders Transaction	8-E-7

Retirement

Purpose The Retirement event is used to complete the necessary transactions on a member who is an officer or enlisted member on regular active duty. This event should **not** be used for:

- Recalled retirees who are on active duty and need to be placed back into a full time retirement status. Use the Release from Active Duty (RELAD) event for this.
- Regular reserve members being retired.

Note: HRSIC (RAS) completes the retirement transaction on all reserve members who become eligible for retirement. The PERSRUs will not complete reserve members' retirement transactions.

References

- a. Personnel and Pay Procedures Manual, HRSICINST M1000.2 (series)
- b. Query Manual, HRSICINST M5230.2 (series)
- c. Pay Manual, COMDTINST M7220.29 (series)
- d. Personnel Manual, COMDTINST M1000.6 (series)
- e. Separations Program Designators Handbook
- f. Certificate of Release or Discharge from Active Duty DD Form 214, Instructions for the Preparation and Distribution of, COMDTINST M1900.4 (series)
- g. Joint Federal Travel Regulations

Fast Path ID and Data Entry Enter "retire" for Fast Path ID or press "AF" from the Main Menu Screen in SDA II. Enter the member's SSN or last name and press <GO> or F1.

The following screen should display:

Retirement Transactions (Screen 1 of 3*)		
000-00-0000	YNC	DOE, JOHN
Stat	Options	Transactions
I	Required	Orders
I	Required	Certificate of Release or Discharge from Active Duty (DD214)
I	Required	Member's tax mailing address
	<u>N</u>	Member's state taxes
	<u>N</u>	Member's federal taxes
	<u>N</u>	BAH/BAQ/Quarters Change
	<u>N</u>	Stop Pay and Allowances prior to last active duty day?

Once the above screen comes up you can begin selecting the options that are available for this event.

Continued on next page

Retirement, Continued

**Fast Path ID
and Data
Entry,
Continued**

Listed below are the transactions that can be selected in Retirement Transactions (Screen 1 of 3*), if the transaction is required or optional, and when the transaction should be used:

Transaction	Option	Used For
Orders (L68B)	Required	This transaction is required for this event and must be completed.
Certificate of Release or Discharge from Active Duty (DD-214)	Required	This transaction is required for this event and must be completed.
Member's tax mailing address (L6EB)	Required	This transaction is required for this event and must be completed.
Member's state taxes? (L6EB)	Optional	This transaction is used if member wants to change his/her state tax information.
Member's federal taxes? (L6EB)	Optional	This transaction is used if member wants to change his/her federal tax information.
BAH/BAQ/Quarters Change (P606)	Optional	This transaction is used if member's BAH/BAQ information has changed or is changing. Note: Refer to the Change BAH or BAQ/VHA transaction (P606) in Chapter 2-A of this manual for detailed information on this transaction.
Stop Pay and Allowances prior to last active duty day? (P625)	Optional	This transaction is used if any pay and allowances need to be stopped on the member prior to his/her last day of active duty.

When you have selected the transactions you want, press <GO> or F1. You are now ready to create the Retirement Orders transaction.

Note: If you selected the 'Stop Pay and Allowances prior to last active duty day?' transaction, Screen 2 of 3* will display. Select the stop pay and/or allowances transaction you want on Screen 2 of 3* and press <GO> or F1. Screen 3 of 3* will display next. Select the stop pay and/or allowances transaction you are want and press <GO> or F1. You are now ready to create the Retirement Orders transaction.

Continued on next page

Section E
RETIREMENT

Retirement, Continued

Retirement Orders Transaction

The Retirement Orders transaction creates a L68B in PMIS/JUMPS. The Retirement Orders (Screen 1 of 2) should display:

Retirement Orders (Screen 1 of 2)		
000-00-0000	YNC	DOE, JOHN
Effective Date: 05/02/1998	Effective Time: 1600	
Retirement Date: 06/01/1998	(Element Code 51)	Entry Type:
Retirement District: 01	OPFAC: 71237	
Nature of Duty: 6		
Retired Under (Title and Section): 1		(Element Code 50)
Separation Program Designator: RBD		(Element Code 52)
Reenlistment Code: RE2		(Element Code 52)
Member is departing PERMDU		

The following is a list of fields on Retirement Orders (Screen 1 of 2) and the action to be taken on each field:

Field	Action
Effective Date	Enter the date the member is departing his/her unit. Note: If member is taking no terminal leave then this date should be the last day of active duty for the member.
Effective Time	Enter the time the member is departing his/her unit.
Retirement Date	Enter the begin date of retirement for the member. This creates Element Code 51.
Entry Type	This field is not updateable.
Retirement District	Enter the two-digit district number of where the member will be residing.
OPFAC	This field is set at '71237' and is not updateable.
Nature of Duty	This field is not updateable and is set at '6'.
Retired Under (Title and Section)	Enter the retirement code on the member. Press the F2 key for a list of valid retirement codes. Note: Need to ensure you are using the correct retirement code on the member. There are retirement codes that separate the enlisted members from the officers. This creates Element Code 50.
Separation Program Designator	Enter the three-letter separation program designator. Refer to the Separation Program Designator (SPD) Handbook. This creates Element Code 52.
Reenlistment Code	Enter the reenlistment code on the member. Press F2 for a list of valid reenlistment codes. Note: This field is not updateable for officers. This also creates Element Code 52.

Continued on next page

Section E
RETIREMENT

Retirement, Continued

**Retirement
Orders
Transaction,
Continued**

Once you have entered the information on Screen 1 of 2, press <GO> or F1. The next screen that will come up in this transaction is Screen 2 of 2. The following is an example of Retirement Orders (Screen 2 of 2) and a breakdown of the fields and the action to be taken on each field.

Retirement Orders (Screen 2 of 2)		
000-00-0000	YNC	DOE, JOHN
Cumulative Sold: 45.0		
Regular Leave Balance: 10.0		
Saved Leave Balance: 00.0		
Total days Lump Sum Leave Selling:	10.0	(Element Code 90)
Number days Saved Leave selling:	0.0	(Element Code 92)
Number days Regular Leave selling:	10.0	(Element Code 93)
Number days Excess Leave (check pay):	0.0	(Element Code 95)
Terminal Leave		
AI:	29 (Do not include days for	
AO:	00 permissive orders)	

Field	Action
Cumulative Sold	This field cannot be updated. It shows the amount of leave days the member has sold throughout his/her career.
Regular Leave Balance	This field cannot be updated. This is the amount of regular leave the member currently has. Note: Ensure any leave taken by the member which has not posted in PMIS/JUMPS is subtracted from this balance and any leave that will be earned in the upcoming months is added to this balance.
Saved Leave Balance	This field cannot be updated. It and shows the amount of Saved Leave the member currently has.
Total days Lump Sum Leave selling	Enter the total amount of leave the member is selling (add the number of days the member is wanting to sell regular leave to the number of days the member is wanting to sell saved leave). Note: Only 60 days of leave may be sold in a career.
Number days Saved Leave Selling	Enter the number of days saved leave the member is selling.
Number days Regular Leave Selling	Enter the number of days regular leave the member is selling.
Number days Excess Leave (check pay)	If member is in an excess leave status, enter the negative leave balance on the member.

Continued on next page

Retirement, Continued

Retirement Orders Transaction, Continued The following is a breakdown of the fields on Screen 2 of 2 and the action to be taken on each field, continued:

Field	Action
Terminal Leave (AI)	If member is going on terminal leave INCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). <i>Note:</i> Do not include days used for permissive orders in this computation. Terminal leave begins the day after permissive orders end.
Terminal Leave (AO)	If member is going on terminal leave OUTCONUS, enter the number of days leave the member is taking (i.e., if member is departing unit on 2 May 1998 and the last day of active duty is 31 May 1998, the number of days terminal leave would equal 29 days). <i>Note:</i> Do not include days used for permissive orders in this computation. Terminal leave begins the day after the permissive orders end.

Once you have completed the information in Screen 2 of 2, press the F6 key and the following screen will appear:

Retirement Orders Print Menu	
A.	Print Screen.
B.	Print Transaction Log.
C.	Print the Form for this Transaction.

Option	Action
A	If you want to print the screen you are working on, press 'A'.
B	If you have completed the Retirement Orders transaction and want a printed copy of the Transaction Log, press 'B'.
C	Do not use this option. There is no form for this type of transaction.

Completing the transaction Once you have completed the information in Screen 2 of 2, and have printed any of the selections above, press <GO> or F1. You have now completed the Retirement Orders transaction.

Continued on next page

Retirement, Continued

Certificate of Release or Discharge from Active Duty (DD-214)	You are now ready to complete the Certificate of Release or Discharge from Active Duty (DD-214) transaction. Refer to the Certificate of Release or Discharge from Active Duty (DD-214) transaction in Chapter 2-A of this manual for instructions. Once you have completed this transaction you are now ready to complete the Tax Mailing Address transaction.
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Member's Tax Mailing Address Transaction	To complete this transaction, refer to the Tax Mailing Address transaction in Chapter 2-A of this manual. Once you have completed this transaction you are now ready to complete the next transaction you selected off of the Retirement Transactions (Screens 1 through 3). If you did not select any other transaction then you have completed this event.
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How PMIS/JUMPS is effected by the Retirement Orders Transaction	<p>The Retirement Orders transaction (L68B) will close down the member's PMIS/JUMPS account.</p> <p>VERY IMPORTANT: The following are very important rules:</p> <ul style="list-style-type: none">• Other transactions may be necessary if the member is going on terminal leave. Stop Pay and Allowances (P625)) may have to be completed to stop any pay which terminates on date of departure from unit or if any pay needs stopped after the member has been on terminal leave for a extended amount of time. All remaining pay and allowances will be stopped automatically on the last day of active duty.• If the member is not taking any terminal leave then all pay and allowances will be stopped automatically on the last day of active duty.
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Corrections and deletions to the Retirement Orders Transaction	<p>Corrections and deletions can be made to this transaction and are completed in Transaction Review of the SDA II system.</p> <p>Note: If the Retirement Orders transaction has processed in PMIS/JUMPS and a correction or deletion is necessary, contact HRSIC (SES) before submitting the correction or deletion.</p>
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